

File

SHELTON STATE COMMUNITY COLLEGE
Junior College Division Library

ANNUAL REPORT
1978-1979

The purpose of this report is to summarize the activities and progress of the library and to state its priorities for the coming year.

On January 1, 1979, the Tuscaloosa Campus of Brewer State Junior College was consolidated with Shelton State Technical College to become Shelton State Community College. Consequently, the first three months of the fiscal year were administered under Brewer State while the remainder of the fiscal year was administered under Shelton State. Despite a number of business and bookkeeping difficulties arising from the merger, few major changes have resulted in the library.

The staff realignment enacted last fall reflected the library's commitment to increasing its book holdings as rapidly as possible. Although the number of books processed decreased by 10 % over last year's number, book holdings increased 32 %. These statistics reflect the leveling off of funds allocated for book purchases, inflation, and the loss of credits encumbered on Brewer State purchase orders prior to January 1979.

Book circulation increased by 11 %; periodical circulation increased by 35 %; and audiovisual circulation decreased by 2 %. There may be some

difference in computing statistics that caused the decreased circulation report.

Also reflected is the fact that inter-library loan of media virtually ceased as of December 1978. The circulation level indicates a good increase

Attachment I includes a summary of holdings statistics as well as circulation in statistics for 1978-1979.

Various materials were added during the year to increase the library's scope of services. These include a composer and letterer for making signs and other graphics, a visualmaker copy stand, a high interest-low reading level paperback collection, a considerable backfile of periodicals on microfilm, and additional shelving for books and periodicals.

*the use
and
acquisition
of our
own
media.*

The biennial book inventory conducted in July revealed only a 2 % loss of books from the shelves. This loss is pleasantly surprising due to the fact that security is minimal and that the average rate of loss in academic libraries is 6 %. There were no significant losses in audiovisual hard- and software. Summaries of books, audiovisual, and equipment inventories are included in Attachment II. A revised edition of the media catalog was completed and distributed to the faculty.

As a result of last year's goals, a video consultant visited the library in October 1978 to study the possibility of installing closed circuit television. Although necessary equipment recommended by the consultant were too costly at this time, a Sony videocassette recorder was purchased for off-the-air television recording.

In response to SACS recommendations, carpeting was installed to cut down on noise in the library. Also, a survey to evaluate library services was conducted in November. The results pointed ^{to} a need for increased materials in all areas. Partially as a result of this survey, evening hours were increased to 10:00 p.m. and evening hours have been scheduled for full-time staff and student assistants. A copy of the survey is on file in the Director's office.

After the merger in January, another SACS Advisory Committee visited the Junior College Division and made several recommendations concerning the library. The Committee stated that "minimum requirements for support of the Junior College Division are now met in all areas except holdings, and certainly, the holdings must be increased." The Committee specifically recommended that the College as a whole conduct a study to determine a basic philosophy concerning library service for all instructional programs of the institution as well as to determine if the library is supporting

technical, academic, and vocational courses.

The College responded to these recommendations by conducting an inventory of both junior college and technical division learning resources (see Attachment III), by inviting a Consulting Team to review resources and report on their adequacy, and by surveying faculty and students on library resources. These efforts resulted in the development of a library philosophy and a strong commitment on the part of the college administration to generously fund the book budget through the regular operating budget of the College. Copies of all SACS reports and College responses are on file in the Director's office.

Finally, various staff changes were made due to the resignation and reassignment of the Director and other staff members. One additional staff member was added October 1, 1979. A policy book for in-house use was developed by the Director and approved by the Dean and a faculty-staff library handbook was developed and distributed to full- and part-time faculty.

The chief priority for the library staff for the 1979-1980 academic year will be to add to the book collection as quickly as possible, keeping high standards of selection and adding materials to support the basic goals and curriculum of the Junior College Division.

Additional areas of emphasis include development of a community resource file, improved media production capabilities, development of additional instruction services to be provided by the library faculty, revision of the library skills program in conjunction with English instructors, and revision of the library handbook for students.

NUMBER OF AV/BOOKS PROCESSED IN 1978-79

MONTH	BOOKS	AUDIOVISUALS
October	67	3
November	180	23
December	46	4
January	480	7
February	470	4
March	237	11
April	209	12
May	329	12
June	162	38
July	228	22
August	114	5
September	<u>302</u> 2824	<u>0</u> 141

NUMBER OF MATERIALS CIRCULATED 1978-79

	BOOKS	PERIODICALS	REFERENCE	RESERVE	AV
October	760	52	0	96	286
November	240	25	4	28	135
December	173	48	0	13	142
January	704	154	7	30	243
February	363	61	7	11	203
March	413	73	2	16	430
April	721	103	8	18	376
May	424	56	1	30	300
June	162	18	4	8	251
July	275	65	4	4	282
August	130	29	2	5	144
September	<u>526</u>	<u>87</u>	<u>2</u>	<u>16</u>	<u>247</u>
	4891	775	41	275	3039

PRINT INVENTORY REPORT

CLASSIFICATION	TOTAL ON SHELF LIST (June 1979)	NO. MISSING	CORRECTED TOTAL (June 1979)	TOTAL (Sept. 1979)
A	17	1	16	20
B	433	8	425	459
C	57	0	57	68
D	365	7	358	385
E	486	13	473	527
F	102	5	97	111
G	183	11	172	199
H	1132	28	1104	1204
J	250	1	249	296
K	74	4	70	87
L	192	5	187	218
M	71	1	70	81
N	168	12	156	182
P	2056	49	2007	2332
Q	582	11	571	626
R	183	9	174	196
S	27	0	27	40
T	162	7	155	169
U	5	0	5	7
V	4	0	4	6
Z	5	0	5	11
Ref.	1048	9	1039	1081
Prof.	<u>243</u>	<u>5</u>	<u>238</u>	<u>249</u>
Total	7845	186	7659	8554

Percentage of books lost 2%Average percentage in most academic libraries: 6%

SHELTON STATE COMMUNITY COLLEGE
Junior College Division - Library

Inventory of Non-Print Materials, July 1979

<u>Software</u>	1979	1978	1977
*Cassette tapes	132**	145	107
Film loops	0	0	0
Silent filmstrips	28	27	8
Sound filmstrips	294	223	138
Kits	4	0	0
Motion pictures	70	32	18
Phonorecordings	246	245	232
Silent slide sets	13	8	4
Sound slide sets	56	47	23
Maps	11	10	0
*Video tapes	3	0	0
*Video cassettes	9	0	0
Art prints	1	0	0
Total	867	737	530

Hardware

16mm projectors	3	2	3
8 mm projectors	1	0	1
Sound filmstrip projectors	3	2	2
Overhead projectors	6	3	3
Slide projectors	2	2	2
Projection screens	3	2	2
Caramates	0	0	2
Cassette players	23	5	5
Record players	3	3	3
Studymates	5	4	4
Radios	1	1	1
Cassette duplicators	1	1	1
35mm SLR camera	1	1	1
Projection carts	14	11	7
Listening stations	2	2	2
Headphones	20	23	23
Wallensak	1	1	1
Color TV	1	0	0
B/W TV	1	0	0
Photomotion activator	1	0	0
Slide viewer	1	0	0

(cont.)

** See items listed under "Defective Items" column

*Indicates recorded tapes, inventory also shows 93 unrecorded cassettes, 17 unrecorded video tapes, and 11 unrecorded video cassettes.

Hardware (cont.)	1979	1978	1977
Tripod	2	1	0
VTR	1	1	0
Portable video camera	1	1	0
Microfilm reader	1	1	0
Microfilm reader/printer	1	1	0
Ringmaster	4	4	0
Slide duplicator	1	1	0
T-mount microscope adapter	1	1	0
Polaroid camera (B/W)	1	1	0
Instant camera (color)	1	1	0
Carousel stack loader	1	0	0
3M Composer	1	0	0
Chalkboard/bulletin board	1	0	0
Video cassette recorder	1	0	0
Digital timer	1	0	0
Opaque projectors	1	0	0

Missing items

Hardware

Ringmaster remote control cords	4	0	0
Headphones	3	0	0
Murdock listening station box	1	1	0

Software

Phonorecordings		0	1 Replaced 1978
-----------------	--	---	-----------------

Defective items

Hardware

Sturdy mate (whirrs loudly)	1	0	0
Headphones (short in wires)	2	0	0
Dukane (in the shop)	1	0	0
Speaker cords (short in wires)	2	0	0

Software

AT (13, 24, 79, 141, 155, 159, 321) poor copies	7	0	0
Cassette tapes to SS-2, SS-25, SS-26, and SS-32 (will write Center for Humanities to replace them)	4	0	0
Sound Filmstrip #138 is obsolete. Discarded from collection.	1	0	0

Page Items

1979

1978

Vivitar flash attachment 1
Vivitar close-up lens 1
Bracket for flash attachment 1

(Missing)
(Missing)
(Missing)

LIBRARY EQUIPMENT AND FURNITURE INVENTORY

OFFICE FURNITURE AND EQUIPMENT

Desks
Desk Chairs
Typing Tables
Typewriters
Filing Cabinets
Bookcases
Calculators
Card Mimeograph Machine
Electric pencil sharpener

1978

5
4
3
3
7
2
1
1
1

1979

6
6
3
3
8
3
2
1
1

LIBRARY FURNITURE AND EQUIPMENT

Carrels
Tables
Chairs
Card Catalog files
Atlas stand
Newspaper stand
Magazine rack
Paperback book rack
Shelving
 Double faced sections
 Single faced sections
 Slanted shelf sections
 Half, single faced sections
 Half, double faced sections
 Microfilm shelf sections
Storage cabinet
AV Software storage cabinet
Wall clock
Book trucks
Circulation desk
Plastic lounge chairs
Upholstered lounge chairs
Upholstered love seats
Upholstered bench
Dictionary stand
Index table
End tables
Trash cans
Lecturn
Stools

25
11
82
2
1
1
1
2
24
18
5
8
0
5
3
3
1
3
1
6
2
2
2
1
1
5
12
1
1

25
11
82
2
1
1
1
1
40
40
14
8
4
5
3
4
1
4
1
6
2
2
2
1
1
5
12
1
2

INVENTORY OF INSTRUCTIONAL MATERIALS AND EQUIPMENTPRINT

Quantity

<u>2968</u>	Books
<u>2850</u>	Manuals
<u>42</u>	Periodical Titles
<u>602</u>	Posters, Charts, Diagrams, Maps
<u>128</u>	Other

NON-PRINT

<u>120</u>	Motion Pictures (16mm)	<u>211</u>	Mock-ups
<u>434</u>	Filmstrips (silent)	<u>84</u>	Models
<u>436</u>	Filmstrips (sound)	<u>2</u>	Globes
<u>167</u>	Slide sets	<u>1</u>	Kits
<u>4</u>	Recordings	<u>37</u>	Video cassettes
<u>196</u>	Cassette Tapes	<u>156</u>	Transparency sets
<u>1</u>	Reel tapes		

EQUIPMENT

<u>26</u>	Filmstrip projector	<u>21</u>	Controlled readers
<u>15</u>	Slide projector	<u>31</u>	Headphones
<u>29</u>	Overhead projector	<u>2</u>	8 mm projector
<u>26</u>	Screen	<u>7</u>	16 mm projector
<u>2</u>	Projector cart	<u>2</u>	Composer
<u>1</u>	Radio	<u>3</u>	Thermafax transparency maker
<u>5</u>	Record player	<u>5</u>	Opaque projector
<u>5</u>	Tape recorder (reel-to-reel)		Television equipment
<u>16</u>	Cassette tape recorder	<u>3</u>	Video Camera
	Coping machine	<u>3</u>	Video tape recorder
<u>1</u>	Camera	<u>2</u>	T V Monitor/receiver
<u>11</u>	Microphone	<u>5</u>	Other

SHELTON STATE COMMUNITY COLLEGE
Junior College Division Library
October 1, 1979

BOOK HOLDINGS BY SUBJECT FIELD

Subject Field	NO. of Books	* Recommended in <u>BOOKS FOR JR.</u> <u>COLLEGE LIB.</u>
Reference	1081	----
Professional	249	----
General Works, Library Science	31	231
Anthropology, History	1091	2966
Education	287	441
Fine Arts, Music	263	1463
Language and Literature	2332	4004
Military Science	7	----
Naval Science	6	----
Philosophy, Religion	459	955
Political Science, Law	383	970
Science (Mathematics), Medicine	862	2492
Social Science	1204	1712
Technology	169	392

*

These totals may include reference materials.

CURRENT PERIODICAL SUBSCRIPTIONS BY SUBJECT FIELD

Subject Field	NO. of Titles
Professional (including Library)	33
Art, Photography	6
Business, Economics	12
Language and Literature	39
Math, Science	25
Popular, Leisure, News	50
Psychology, Sociology	31
Social Sciences (History Political Science)	34
Total Number of current periodical subscriptions	203
Total Number of current Serial Subscriptions	13
Total Number of Current Newspaper Subscriptions	14



SHELTON STATE COMMUNITY COLLEGE
JUNIOR COLLEGE DIVISION

202 SKYLAND BOULEVARD
TUSCALOOSA, ALABAMA 35405



M E M O R A N D U M

Leo Sumner, President

Telephone (205) 759-1583

TO: Arthur Howington, Dean
FROM: Deborah Grimes, Director of Library Services *Grimes*
RE: Annual Report
DATE: October 8, 1979

Attached is a copy of the library's annual report. Please give me a "buzz" if you have any questions regarding the report.

I am planning a library staff meeting as soon as our new policy book has been typed and duplicated for the staff.

*Thanks:
Have looked
over it. See nothing
to condemn and much to
praise. Keep up the good work.
A.H.*

QUESTIONNAIRE ON ADEQUACY OF LIBRARY MATERIALS

(Technical Division students should consider books, manuals, audiovisuals, etc., located in classroom and shop area as library materials.)

PLEASE CHECK YOUR RESPONSE FOR YOUR DIVISION ONLY.

The following library materials for my area are:

Questionnaire completed by:

Student 268; Instructor 35

Technical Division 80

Junior College Division 223

Area of study or teaching _____

TECHNICAL DIVISION

	adequate	very adequate	inadequate	very inadequate
1. Books (general)	52	23	3	1
2. Reference books	48	25	6	1
3. Technical & professional magazines	45	12	14	6
4. Trade organization material	45	12	14	3
5. Newspapers	32	6	17	13
6. Manufacturers' publications	32	17	12	6
7. Industrial & technical manuals	41	26	11	2
8. Handbooks	52	22	3	1
9. Charts, graphs, mock-ups	41	21	9	3
10. Audiovisuals	48	19	8	5
11. Audiovisual equipment	49	20	7	4
12. Overall, the library materials in my area are	50	16	11	2

JUNIOR COLLEGE DIVISION

	adequate	very adequate	inadequate	very inadequate
1. Books (general)	134	10	57	8
2. Reference books	135	24	49	6
3. Magazines	113	32	37	3
4. Professional journals	106	17	51	4
5. Newspapers	134	41	28	2
6. Indexes	143	26	31	2
7. Maps and charts	99	15	44	13
8. Audiovisuals	113	34	38	3
9. Audiovisual equipment	120	39	32	2
10. Microfilm backfile of professional journals	93	17	55	6
11. Microfilm backfile of magazines	90	18	57	6
12. Overall, the library materials in my area are	124	21	55	9

Questionnaire completed by:

Student 267 ; Faculty 36

QUESTIONNAIRE ON LEARNING RESOURCE CENTER

Please check your response to the following statements concerning the basic philosophy in the establishment of the Shelton State Community College Learning Resource Center (Library) hereafter referred to as the LRC.

Disagree strongly
Disagree
Agree strongly
Agree

- | | | | | |
|---|-----|-----|----|----|
| 1. The LRC should be a resource for all instructional programs, both academic and technical. | 192 | 86 | 11 | 21 |
| 2. The LRC should implement the objectives of the college's total educational program through its holdings and through the services given by its staff. | 202 | 74 | 16 | 8 |
| 3. The LRC should provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, ethical standards and technical skills. | 173 | 104 | 15 | 7 |
| 4. In its selection of materials, the LRC should take into consideration the varied interests, abilities, and maturity level of the students. | 157 | 115 | 15 | 8 |
| 5. The LRC should be a source of information which can help students make intelligent judgments in their daily life. | 174 | 92 | 27 | 7 |
| 6. The LRC should provide materials on opposing sides of controversial issues. | 162 | 107 | 19 | 9 |
| 7. The LRC should place principle and reason above personal opinion and prejudice in the selection of materials. | 156 | 111 | 18 | 9 |
| 8. The LRC should provide the faculty and staff with materials for professional growth and improvement. | 169 | 111 | 15 | 3 |
| 9. The LRC should not be simply a storehouse for books and audiovisuals but should be a dynamic and active force for progress in the college and community. | 149 | 104 | 21 | 4 |
| 10. The LRC should provide ways for students and faculty to advise in the selection of materials and the services offered. | 175 | 100 | 19 | 4 |
| 11. The LRC should provide materials for leisure reading and recreational purposes. | 158 | 61 | 46 | 36 |
| 12. The staff of the LRC should assist the faculty in the selection of materials for instruction. | 166 | 53 | 55 | 23 |
| 13. The staff of the LRC should assist the faculty in the preparation of audiovisuals for use in instruction. | 174 | 75 | 35 | 7 |
| 14. The staff of the LRC should provide instruction to students in the use of the LRC. | 141 | 110 | 11 | 4 |
| 15. The staff of the LRC should provide assistance to students in research and in the learning process. | 160 | 103 | 15 | 4 |
| 16. The staff of the LRC should provide instruction in the operation and maintenance of audiovisual equipment. | 178 | 90 | 20 | 8 |

COMMENTS: _____

COMMENTS ON QUESTIONNAIRE

TECHNICAL DIVISION - STUDENTS:

The LRC works well at the junior college level, but it is not practical in the technical college program. Students at technical college spent their time in class or in labs gaining practical experience. I do not believe the LRC would be used often enough by Technical College students to justify its existence. Most departments contain all the technical publications needed by the students.

I do not believe that a staff for the LRC could in any way provide the technical student with education in his field. It would be hard to find a group of people who would be qualified to provide the student with information in his field.

There is no way the LRC can have a staff that can instruct technically all instructional programs.

The establishment of the Shelton State Community College Learning Resource Center is an excellent idea. I know in high school my knowledge about certain subjects increased when I researched in our library.

THE LRC should be set up in such a way as to enhance and provide greater learning power to the students and staff. Selections should be made with courses that are offered in mind, and expand from there.

I believe that instructors in the LRC are more than adequate. But the materials and articles that student needs for research is next to non-existent. The LRC is one of the most important parts of the instruction given at Shelton State and is well worth its money.

I believe that LRC is well worth all the money put into it. It should be kept up in all the latest teaching aids.

The operation overall is very good, but, with littled needed equipment it could be outstanding.

I think it should be improved in all of the areas listed or stated above.

LRC should remain as it is and should not be a part of the Junior College Division. LRC presently deals with each technical related program.

All things bend to or work together for the good of the student.

This would take to much time for the student to use this set up.

I don't think a LRC like the one above will work in a place like this.

The LRC should be staffed with a librarian instead of regular teachers.

The LRC is not being utilized to its fullest capabilities at this time, but perhaps will be as more information is gained as the needs and desires of faculty and staff.

I feel the LRC should supplement the technical and audiovisual materials already located in each area but should not remove these materials for warehousing purposes. These technical materials need to be immediately available for reference and would be of little value to students or teachers in other areas.

The material and resources we use here in numerical control are more useful with us then stuck up in a library away from us.

TECHNICAL DIVISION - FACULTY:

I do not believe in the centralized LRC concept. Too much wasted time. Competent supervision is impossible. Scheduling of its use when needed most impossible. Each instructor should have his own LCR. No amount of control staff could possibly be competent in all vocational areas.

The LRC should be available to all faculty members without having to obtain prior approval from staff or other faculty members.

Will be a very valuable asset to Shelton State Community College.

TECHNICAL DIVISION - FACULTY CONT.:

The LRC should have materials available for faculty use if needed, but feel it is not the LRC staff's responsibility to update or further instructors background and course instruction. They are instructors like all of us and should not be responsible for our department instruction.

All material for each shop should be kept in the shop area.

JUNIOR COLLEGE DIVISION - STUDENTS:

The staff in the library are very helpful and I have always found the material I need.

How about more hours and instructors in the LRC.

Our library is coming along. Although our periodical sections is low the variety of books on poetry is adequate.

Lord help our LRC.

If you wanted an honest response, the originator of this questionnaire should have written the questions in a form other than implying or coaxing an answer! Any reasonable person agree or agree strongly with each and every question.

(11) - I'm here to learn - If I want leisure reading, I should go to the public library. (12) & (13) only if requested.

The LRC should be the key to a good education. This key will many valuable doors in the future.

I am highly disappointed in the levels of technical materials in the LRC. Please rectify this error. (electronics, physics, mechanics, etc.)

I think interrupting class for the filling out of such questionarie is totally uncalled for.

There should be more individual type audio-visual equipment such as QC type projectors.

I don't know anything about the LRC.

Due to the fact that I do not use the facility I cannot adequately answer this questionnaire.

I have not used the library yet.

The LRC should be for students who need to improve in certain areas, not for leisure reading and assistance in assignments.

The library overall is arranged perfect. But it is too limited and not enough materials for a student or faculty to look for information (general).

I am proud of our library and their staff. I hope we can get a larger volume of books though.

I think the LRC is a great idea and perhaps it would benefit the student for staff of LRC and instructors to work together. Also function and purpose of LRC should be explained better to students.

I feel that all information above is very useful for the student.

The student should have more books to choose from the Library.

The LRC needs to put a lot of emphasis on materials related to subjects that are actually taught. And on student learning activities and materials.

The Resource Center is inconvient for students at Community College Division. It would be an advantage if campuses were combined, there would usually be a parking problem at Shelton Tech, if one wanted to use Resource Center. A graduate of Shelton Tech.

Last quarter I took Econ and needed LRC, she was not there $\frac{1}{2}$ (half) the time????

JUNIOR COLLEGE DIVISION - STUDENTS CONT.:

I hope I will not overwork youall.

This library is a joke. Very little help for a college student doing a term paper.

Sometimes the library, like the entire school, is much too noisy.

I very seldom use our library -- I usually go to U of AL Library for my research.

I wish you would obtain better, more officient aduio visual equipment and films, filmstrips. My teacher ordered films last quarter that did not come in until now. The students are at a disadvantage because of the lack of good, up-to-date audio visual materials. I wish you had a larger library of books in the LRC.

JUNIOR COLLEGE DIVISION - FACULTY:

It is felt that the library staff has done an excellent job with the limited resources it has had at its desposal. They are to be commended highly.

I think the library is doing an excellent job in all of these areas!